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## UNOPA Notes, Volume 50, Issue 6, January 2012

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The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

# UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

<http://unopa.unl.edu/>



VOLUME 50, ISSUE 6  
JANUARY 1, 2012

## *Education: The Journey of a Lifetime*

### President's Message

I hope you all enjoyed your time off over the holidays. It was wonderful to spend time with my family that I don't see as often as I would like. But time now to get back to the task at hand in each of our offices. Renewed and refreshed for the spring semester!

With the start of the new year, we continue to look at the tasks the Chancellor has charged us with as a University community. As 'front line' in our departments, we are able to forge the relationships that will assist with the recruitment and retention of our student population. Take a look at your individual situation to see how best you can assist with the goals of the University as you go through your day-to-day activities. Take time to evaluate the individual goals you have set for yourself. See where you are and what changes might be needed to succeed both personally and as an institution. We all have a vested interest in the success of the University. Meg Lauerman, UNL Office of Communications, is the speaker at our January Membership meeting. She will shed new light on the tasks ahead with recruitment and research as we continue our initial year in the Big Ten. Plan to attend on January 18th.

The Board has taken your input from the membership surveys and will host three Brown Bag seminars in the spring. The first will be held on January 23 and January 25 and focuses on Wellness. The registration form was sent out before the holiday shutdown and is available on the UNOPA website. Look for more Brown Bags in March and May. Thanks to the Membership, Mentoring and Career Development Committees for coordinating the seminars.

A huge thank-you to all of you who helped with the Giving Tree donations in December. The Clyde Malone Center is thrilled with the generosity of our members. Your gifts will keep giving throughout the year to the children who receive services at the Malone Center. Thank you for taking time to make a difference in their lives.

Take advantage of the opportunities available to you through our organization. There is a wealth of information available to you through the membership meetings, brown bag seminars, career development workshops and state/national events. I look forward to seeing you through the rest of the year as you strive to become the best you can be through the professional development offered through UNOPA.

—Cathy Robertson, UNOPA President 2011–2012  
<http://unopa.unl.edu/membership/president.shtml>

### UAAD/UNOPA Joint Meeting January 18, 2012

The annual UAAD/UNOPA joint meeting will be hosted by UAAD from 11:45 a.m. to 1:00 p.m., Wednesday, January 18, in the Nebraska Union, city campus, 14th & R Streets.

Guest Speaker Meg Lauerman, UNL Director of University Communications, will talk on "Research, Recruitment and the Big Ten: An Overview of What's New at the University of Nebraska–Lincoln."

The 50/50 tickets will continue to support the MLK Scholarships. UAAD members are also welcome to contribute to the fund.

A catered lunch is available by prearrangement or you may bring your bag lunch. Reservation forms are due by Jan. 11 to Wanda Wood, 55 CRec (0232); phone: 2-4758; e-mail: [wwood2@unl.edu](mailto:wwood2@unl.edu).

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## CALENDAR

### JANUARY

- 3 Back to work
- 9 Spring Semester begins
- 10 UNOPA Board Meeting
- 13 MLK Freedom Breakfast
- 13 Nominations due for James V. Griesen Exemplary Service to Students Award
- 13 Nominations due for University of Nebraska Foundation/Builders Award for Outstanding Academic Advising
- 16 MLK Day, UNL closed
- 18 UNOPA/UAAD joint meeting at Regency Room, Nebraska Union
- 23 UNOPA Brown Bag Healthy Lifestyle workshop, CREC
- 25 UNOPA Brown Bag Healthy Lifestyle workshop, EC Union

### FEBRUARY

- 1 Nominations due for UAAD's Carl A. Donaldson Award for Excellence in Management and Floyd S. Oldt Award for exceptional Service to the University
- 7 UNOPA Board Meeting
- 14 UNOPA General Meeting, EC Union
- 14 Valentine's Day
- 20 Presidents' Day

### Recap of Dec. 13 General Meeting

Our Dec. 13 Holiday meeting was held at Spaghetti Works, 228 N. 12th St.

Representatives from the Clyde Malone Community Center — Larry Williams, Executive Director, and Nate Woods, Assistant Director — joined us to receive the Giving Tree items organized by Lainey Bomberger, UNOPA Corresponding Secretary.

UNOPA President Cathy Robinson introduced the Lincoln Southwest Chamber Choir who entertained us with holiday favorites.



### UNOPA's GIVING TREE EVENT

First, let me say that I have never been a part of such a wonderful group as UNOPA! This organization makes things happen, and I'm very excited to be a part of it! I want to personally thank each and every one of you for participating in this very worthwhile annual event. I also want to thank the parents, families and staff of the Ruth Staples Child Development Lab and Veyance Technologies (formerly Goodyear Rubber & Tire Plant) for their generous donation of copy paper!

In addition to all of the toys and books donated, we received \$120.00 in monetary donations, which was used to buy footballs, soccer balls, collapsible goals and rubber balls.

Our Giving Tree Charity Event not only touches the lives of the chosen recipient, it touches the lives of those who work to make this event the best it can be! Thank you from my whole heart and Merry Christmas!

—Lainey Bomberger, Corresponding Secretary

### Healthy Lifestyle Workshop

#### UNOPA Brown Bag Workshop

Kimberly Barrett, Assistant Director for Wellness, will present a January "Healthy Lifestyle" workshop. She will focus on how to make a healthy lifestyle fit into our workday, plus tips on eating well, exercising at our desk, and stress busters.

Sign up for one of these dates:

- 12:00 – 1:00 p.m., January 23, Room 230, CREC
- 12:00 – 1:00 p.m., January 25, EC Union

Register now for the Healthy Lifestyle workshop at <http://unopa.unl.edu/publications/janbrownbag2012.pdf> or contact **Jane Schneider**; phone: 2-2875; e-mail: [jschneid@unlnotes.unl.edu](mailto:jschneid@unlnotes.unl.edu).







## Award Nominations Deadlines Ahead

Throughout the University of Nebraska-Lincoln campus, many of our colleagues regularly devote extraordinary personal time and energy in their efforts to serve our students. To give proper recognition for those outstanding and exemplary contributions, Chancellor Perlman requests your nominations for these two awards:

### James V. Griesen Exemplary Service to Students Award

#### Deadline for nominations is January 13

The James V. Griesen Exemplary Service to Students Award, established in 1986 as the Chancellor's Exemplary Service to Students Award and renamed in 2006 to the James V. Griesen Exemplary Service to Students Award, acknowledges extraordinary and sustained performance by individuals serving UNL's students. This award will be accompanied by a \$1,500 stipend to be provided by private funds made available by the University of Nebraska Foundation. All UNL employees are eligible for nomination, and nominations may be made by a UNL student, faculty member, staff member or administrator.

If you have questions, contact **Mary Guest** in the Office of the Vice Chancellor for Student Affairs at 472-3755 or [mguest2@unl.edu](mailto:mguest2@unl.edu).

The guidelines describing the nomination, selection processes, and nomination forms for these awards are available online on the Student Affairs website: <http://stuafs.unl.edu>.

### University of Nebraska Foundation/Builders Award for Outstanding Academic Advising

#### Deadline for nominations is January 13

The University of Nebraska Foundation/Builders Award for Outstanding Academic Advising, established in 1987, acknowledges faculty or advising staff who have demonstrated outstanding advising ability and who, by their service to UNL, have made a considerable contribution to the educational enrichment of the students of UNL. This award will be accompanied by a \$1,500 stipend provided by the University of Nebraska Foundation and the All University Fund. All UNL faculty or staff members are eligible for this award, and nominations may be made by any UNL student, faculty member, staff member or administrator.

If you have questions, contact **Alicia Haugen** in the University of Nebraska Foundation Office at 458-1210 or [ahaugen@nufoundation.org](mailto:ahaugen@nufoundation.org).

The guidelines describing the nomination, selection processes, and nomination forms for these awards are available online on the Student Affairs website: <http://stuafs.unl.edu>.

The recipients of both awards will be honored at the Honors Convocation on April 22, 2012.

## UNOPA New Member Spotlight



Lisa Albers has been at UNL for 18 months in her current position as Staff Secretary II. She likes to use social media tools for looking up information, directions, and for keeping in touch with family, friends, and old classmates. Originally from

Iowa, Lisa has 2 daughters, 1 son, and 4 grandsons. She enjoys camping, wine tastings, and genealogy. One of her favorite movies is "The Divine Secrets of the Ya-Ya Sisterhood." Lisa says her favorite piece of advice is a quote from Virginia Woolf — "Arrange whatever pieces come your way, and make it work for you." Lisa says joining UNOPA has given her an opportunity to meet new people and to learn new things.



Michael Lachance is an Office Manager for the Southeast Extension and Research Center. Originally from Miami, Florida, Michael says his family background is Czech and French. He enjoys comedy, writing, and horseback riding. In fact, comedy

is one talent he enjoys but doesn't use at work. Instead, he says he uses MS Project/Office on a daily basis. The best piece of advice he received is "never be the bad guy"! Michael's favorite movie is "Hear No Evil, See No Evil," and if he could, he would most like to have dinner with Robin Williams. Michael joined UNOPA to build lasting friendships, to network with colleagues, and to participate in professional workshops, so that he can continue to build his professional résumé.

### Quote of the month

One resolution I have made, and try always to keep, is this — To rise above the little things."

—John Burroughs

## Personal Branding to Fire Up Your Job Search

If you have been searching for a new and challenging career opportunity, it may be time to ignite your job search by creating and promoting a personal brand. You might be wondering what personal branding can really do for you? Think Cartier versus Timex. To paraphrase Wikipedia, personal branding is a method to mark yourself as a brand (similar to the watches mentioned above). In the case of a professional working to advance their career, this may include clothing, appearance and/or knowledge. Wikipedia further mentions that personal branding is becoming increasingly prevalent to improve online social networking via Facebook, LinkedIn and Twitter.

Here are a few great ways to implement a personal brand strategy and fire up your job search:

- Make sure all your career related documents (résumé, cover letter, LinkedIn profile, professional bio, etc.) reflect your brand in a positive way. If you present yourself as a valuable commodity, you will be perceived as one. Your documents should look aesthetically pleasing and be error free. They should send a clear message about who you are and what you do best.
- Participate as an active member on LinkedIn Groups and internet forums that pertain to your area of specialization. For example, if you are in the financial space, you can join a variety of finance related communities and add your personal expertise to further your brand.
- Consider having your own regular blog to share your expertise and further promote your professional brand. If you are unable to spend that level of time and commitment, you may want to reach out to well known sites in your field of expertise and become a guest blogger.
- Create a digital résumé. Digital resumes are a great choice for personal branding because in addition to photos, you can use graphs, charts, audios, and even videos to convey your brand. My newest find when it comes to digital résumé sites is DoYouBuzz. As the unusual name implies, a digital résumé can help you to create a 'buzz' surrounding your personal brand.



—Debra Wheatman, President,  
*Careers Done Write*  
March 10, 2011

<http://careersdonewrite.com/blog/personal-branding-to-fire-up-your-job-search.html>

## Faculty Senate update

The Faculty Senate meets one time per month usually on the first Tuesday. Their minutes are posted on the following website: <http://www.unl.edu/asenate/senate/2011-2012%20Faculty%20Senate%20Minutes.html>

The Faculty Senate Executive Committee meets 2-3 times per month. Their minutes are posted on this website: <http://www.unl.edu/asenate/exec/Execminutes.shtml>.

Some of the most recent topics discussed by the Executive Committee include the following:

- The Role of APC and the Faculty Senate in the Planning and Decision Process for University Programs, Initiatives, Restructuring, and Policies
- APC Involvement in Revising the Master Plan
- Possibility of Reinstating a Teaching and Learning Center
- Update on Search Committee for Dean of Architecture
- The Process for approving Honorary Degrees

—Submitted by Linda Ratcliffe, UNOPA Representative to the Faculty Senate.

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We've gone green!  
Find this newsletter  
on the Web.



<http://unopa.unl.edu>